

**FOIA CASE WORKSHEET**  
**CASE FILE NO:** \_\_\_\_\_

**1. ACTIONS TAKEN ON REQUEST: (Check all blocks that apply)**

\_\_\_\_\_ **Granted in Full**

**Other Reason(s) for Not Granting Request in Full:**

- (1) \_\_\_\_\_ **No Records**
- (2) \_\_\_\_\_ **Request Referred to Another Agency**
- (3) \_\_\_\_\_ **Request Withdrawn**
- (4) \_\_\_\_\_ **Not Processed for Fee Related Reason**
- (5) \_\_\_\_\_ **Desired Records Not Reasonably Described**
- (6) \_\_\_\_\_ **Not Proper FOIA Request For Some Other Reason**  
(Requester failed unreasonably to comply with  
procedural requirements, other than those fee-related  
issues described above)
- (7) \_\_\_\_\_ **Not an Agency Record**
- (8) \_\_\_\_\_ **Duplicate Request**
- (9) \_\_\_\_\_ **Other (Specify) (FOIA request cannot be processed**  
because the requester did not comply with published  
rules, other than those described above).  
Specify reason: \_\_\_\_\_

(10) \_\_\_\_\_ **Request Denied**  
\_\_\_\_\_ **Denied in Part** \_\_\_\_\_ **Denied in Entirety**

**2. EXEMPTION(S) CLAIMED IN DENIAL LETTER (Check all that apply):**

- |              |                 |              |
|--------------|-----------------|--------------|
| _____ (b)(1) | _____ (b)(7)(A) | _____ (b)(8) |
| _____ (b)(2) | _____ (b)(7)(B) | _____ (b)(9) |
| _____ (b)(3) | _____ (b)(7)(C) |              |
| _____ (b)(4) | _____ (b)(7)(D) |              |
| _____ (b)(5) | _____ (b)(7)(E) |              |
| _____ (b)(6) | _____ (b)(7)(F) |              |

**TOTAL EXEMPTIONS CLAIMED:** \_\_\_\_\_

**3. COMPLETE THE FOLLOWING IF YOU INVOKED EXEMPTION (b)(3) IN ITEM (2) ABOVE:**

IDENTIFY EACH STATUTE(S) CLAIMED	STATUTE UPHELD IN COURT? (Y/N)	PRECISE DESCRIPTION OF DENIED INFORMATION (BY STATUTE)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4. REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANNUAL REPORT COMPILATION WORKSHEET**  
(Reporting Period 1 Oct \_\_ through 30 Sep \_\_)

**1. REQUEST DETERMINATIONS [Report in Block 1 of Form DD 2564]**

a. TOTAL # OF COMPLETED REQUESTS	b. GRANTED IN FULL (TOTAL)	c. DENIED IN PART (TOTAL)	d. DENIED IN FULL (TOTAL)	e. OTHER REASONS (TOTAL)	f. TOTAL ACTIONS
					(SUM OF ITEMS 1b - 1.e)*

\* NOTE: As more than one action may be taken on a single request, this number will be greater than or equal to the number reflected in item 1a.

**2. EXEMPTIONS [Report in Block 2a of Form DD 2564]**

(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)

(b)(7)(A)	(b)(7)(B)	(b)(7)(C)	(b)(7)(D)	(b)(7)(E)	(b)(7)(F)

(b)(8)	(b)(9)

Total Exemptions*

\* NOTE: This total will be equal to or greater than the sum of items 1c and 1d.

**3. (b)(3) STATUTES [Report in Block 2c of Form DD 2564]**

List the following information for every (b)(3) statute used to substantiate a denial.  
Note: Only statutes provided in the (b)(3) Statutes list compiled by DoD each year may be reported.

(b)(3) statute claimed	Number of Instances	Court Upheld? Yes/No	Description of Material Denied

**4. OTHER REASONS [Report in Block 2b of Form DD 2564]**

a. No Records	b. Referred	c. Withdrawn	d. Not processed (fee related)

e. Not processed (records description)	f. Not proper FOIA request (reason other than fees)	g. Not agency record

h. Duplicate Record	i. Other*

\* NOTE: Specify the reason for every instance in which a request could not be processed because the requester did not comply with published rules, other than for those reasons stated in items 4(a) through 4(h) above.

**5. Number and Median Age of Initial Cases Pending [Report in Block 5 of Form DD 2564]**

a. Number of FOIA requests pending at  
beginning of reporting period: \*

\* (NOTE: This number should be the same as the number of pending  
FOIA requests at the end of the previous reporting period)

b. Number of FOIA requests pending  
at end of reporting period:

**6. TOTAL NUMBER OF FOIA REQUESTS RECEIVED DURING THE REPORTING PERIOD [Report in Block 6 of Form DD 2564]**

\_\_\_\_\_ Note that this number reflects the number of new requests received in the  
reporting period, not the number of request files completed which was reported in item 1a.)

**NOTE: Please complete the following calculation at this time:**

**NEW REQUESTS** (Reported in Block 6) **plus OPEN REQUESTS AT BEGINNING OF THE REPORTING PERIOD** (Reported in Block 5a) equals "X"

"X" minus **OPEN REQUESTS AT END OF REPORTING PERIOD** (Reported in Block 5b) equals **NUMBER OF REQUESTS PROCESSED** (Reported in Block 1a).

**If the above does not calculate, there is an error in your data. You must go back and double check your numbers.**

**7. TYPES OF REQUESTS PROCESSED AND MEDIAN AGE [Report in Block 7 of Form DD 2564]**

Type of request Processed	Number of cases	Median Age (days)
a. Simple		
b. Complex		
c. Expedited Processing		

**NOTE: THE SUM OF 7a, 7b, and 7c must equal that reported in Block 1a.**

**8. TOTAL AMOUNT OF FEES COLLECTED FROM THE PUBLIC DURING THE REPORTING PERIOD [Report in Block 8 of Form DD 2564]**

\$ \_\_\_\_\_

**9. PROGRAM COSTS**

a. \_\_\_\_\_ Number of full time staff (this category includes all civilian and military whose billets or positions are dedicated solely to the purpose of FOIA processing and/or administration. **REPORT IN BLOCK 9a OF FORM DD 2564.**

b. \_\_\_\_\_ Number of part time staff (this category includes all civilian and military who routinely dedicate a part of their working hours to FOIA processing and/or administration, including those personnel who are randomly involved in FOIA processing/administration on a case-by-case basis.) **REPORT IN BLOCK 9b OF FORM DD 2564.**

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c. \$ \_\_\_\_\_ Estimated litigation costs for reporting period. REPORT IN BLOCK 9c OF FORM DD 2564.

d. \$ \_\_\_\_\_ Total Program Costs [Sum of items 9d(1), 9d(2), 9d(3), and 9d(4) below]. REPORT IN BLOCK 9d of FORM DD 2564.

(1) \$ \_\_\_\_\_ Total Salary Costs [Sum of items (a) and (b) below].

(a) \$ \_\_\_\_\_ Total salary costs of full time staff. Use charts below to calculate.

Full time military personnel

Name	Rate/Rank	Yearly salary from composite rate chart

Full time civilian personnel

Name	Grade	Yearly salary from OPM salary chart plus 16%

(b) \$\_\_\_\_\_ Total salary costs of part-time staff. Use charts below to calculate. (This includes incidental hourly personnel who randomly work on FOIA processing or administration on a case-by-case basis.) Use charts below to calculate.

**Part-time military personnel**

Name	Rate/Rank	Yearly salary from composite rate chart	% of time on FOIA	Part-time Salary

**Part-time civilian personnel**

Name	Grade	Yearly salary from OPM chart plus 16%	% of time on FOIA	Part-time Salary

**Incidental personnel (hourly rates from items (4) through (7) of Forms DD 2086 and DD 2086-1)**

Personnel category					Incidental Salary
	Hourly Rate		Number of Hours		
Clerical	\$12.00	X		=	
Professional	\$25.00	X		=	
Executive	\$45.00	X		=	
Computer search (machine)					
Computer programmer/operator time (clerical)	\$12.00	X		=	
Computer programmer/operator time (professional)	\$25.00	X		=	

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(2) \$\_\_\_\_\_ Total reproduction and other related costs [Items (8) through (12) from Forms DD 2086 and DD 2086-1].

(3) \$\_\_\_\_\_ Overhead [Multiply the sum items 9d(1) and 9d(2) by 25%]

(4) \$\_\_\_\_\_ Cost of routine requests (OPTIONAL)

Enclosure (10)